

**Oklahoma State Board of Licensure for
Professional Engineers and Land Surveyors
220 N.E. 28th Street, Suite 120
Oklahoma City, OK 73105**

Application for Certification as an Engineer Intern

(Must be typewritten or computer generated or application will be returned)

Instructions for Graduates of EAC/ABET Engineering Degree Programs

1. **If** you passed the **FE examination by Computer Based Testing** (all exams after January 2, 2014), please provide your NCEES ID # and date of successful completion of the exam on No. 9 of the application.

If you passed a **pencil-and-paper FE examination in a state other than Oklahoma** (all exams prior to December 31, 2013), please go to <https://account.ncees.org/login> to create a new account OR log-in to your existing MyNCEES account. Follow the directions to request verification of your exam results. The responding state board will complete the verification form and submit it directly to the Oklahoma Board office.

If you passed a **pencil-and-paper FE examination in Oklahoma** (all exams prior to December 31, 2013), we have your results and you do not need to submit any additional documentation.

2. Request universities send **official transcripts** of all course work directly to the Board office at the address listed above. **Electronic official transcripts** may be e-mailed to tboswell@pels.ok.gov.
3. Provide three (3) references with the **Engineer Intern Reference Form (Appendix A)**. The references must be professional individuals who are familiar with your work, character and reputation, but cannot be relatives or members of this Board. Provide the references with a **stamped envelope addressed to the Board (address listed above)**. Fill out the top portion of the reference form prior to sending it to the references. Using the stamped envelope you provided, the references will return the completed forms directly to the Board office.
4. Enclose a check or money order for **\$50.00** payable to the Oklahoma State Board of Licensure for Professional Engineers & Land Surveyors (**Checks can be made to OKPELS**). **You do not need to pay the \$50 application fee if you passed the pencil-and-paper FE examination in Oklahoma prior to December 31, 2013**, as you paid the application fee when you applied to sit for the exam.
5. Mail the completed application form and check to the address listed above.

**Oklahoma State Board of Licensure for
Professional Engineers and Land Surveyors
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Oklahoma City, OK 73105**

Instructions for:

- A. Graduates of ETAC/ABET Engineering Technology Degree Programs, or**
- B. Other approved Related Science Programs, or**
- C. Science Degrees (non-related science programs) followed by a M.S. Degree in Engineering, or**
- D. Non-US, Non-EAC/ABET Degree Programs**

1. **If you passed the FE examination by Computer Based Testing** (all exams after January 1, 2014), please provide your NCEES ID # and date of successful completion of the exam on No. 9 of the application.

If you passed a pencil-and-paper FE examination in a state other than Oklahoma (all exams prior to December 31, 2013), please go to <https://account.ncees.org/login> to create a new account OR log-in to your existing MyNCEES account. Follow the directions to request verification of your exam results. The responding state board will complete the verification form and submit it directly to the Oklahoma Board office.

If you passed a pencil-and-paper FE examination in Oklahoma (all exams prior to Dec. 31, 2013), we have your results and you do not need to submit any additional documentation.

2. Request universities send **official transcripts** of all course work directly to the Board office at the address listed above. **Electronic official transcripts** may be e-mailed to tboswell@pels.ok.gov.
3. Provide proof of a specific record of **one year or more of progressive engineering experience** in engineering projects of a grade and character satisfactory to the Board. The one year of required experience under Option C above must follow completion of the Master's Degree in Engineering. **Completion of the Record of Experience (No. 12 on the application form) and verification from at least one reference will provide the proof the Board is requesting.**
4. Select three (3) professional references who are familiar with your work, character and reputation. **At least one of the references must be able to verify your progressive engineering experience.** The references cannot be relatives or members of this Board.
5. Provide the references with:
- a. Engineer Intern Experience Verification and Reference Form (Appendix B)**
 - b. Copy of your completed Record of Experience (No. 12 on the application form)**
 - c. Stamped envelope addressed to the Board (address listed above)**

Fill out the top portion of the reference form prior to sending it to the references. Using the stamped envelope you provided, the references will return the completed forms directly to the Board office.

6. Enclose a check or money order for **\$50.00** payable to the Oklahoma State Board of Licensure for Professional Engineers & Land Surveyors (**Checks can be made to OKPELS**). **You do not need to pay the \$50 application fee if you passed the pencil-and-paper FE examination in Oklahoma prior to December 31, 2013**, as you paid the application fee when you applied to sit for the exam.
7. Mail the completed application form and check to the address listed above.
8. Graduates of Non-U.S., Non-EAC/ABET Accredited Degree Programs only: Prior to submitting your application, if your education is from an institution not currently accredited by ABET and you have not earned a U.S. Master's Degree in engineering, the Board requires that your education be evaluated prior to submitting your Certification Application. Please contact: NCEES Credentials Evaluation at www.ncees.org (click on Credentials Evaluation for the online application form and additional information).



**OKLAHOMA STATE BOARD OF LICENSURE FOR
PROFESSIONAL ENGINEERS AND LAND SURVEYORS**

220 N.E. 28th Street, Suite 120
Oklahoma City, OK 73105 (405) 521-2874

Application for Engineer Intern Certification

MUST BE TYPEWRITTEN OR COMPUTER GENERATED - HANDWRITTEN APPLICATIONS WILL BE RETURNED

ENCLOSE \$50.00 APPLICATION FEE - (Checks may be made to: OKPELS)

\$50.00 application fee not required if you passed the FE Exam in Oklahoma prior to December 31, 2013.

1. Full **Legal** Name (do not abbreviate) _____

Maiden Name or other last name previously used (if applicable) _____

2. Name: _____

(As you wish it to appear on your certificate)

3. Date of Birth: _____ 4. Social Security #: _____

5. Residence Physical Address: _____

(number and street)

(city, state and zip code)

(_____) _____ (_____) _____ (e-mail)

(telephone)

(fax)

(e-mail)

6. Business Physical Address: _____

(number and street)

(city, state and zip code)

_____ (place of employment) _____ (your title)

(place of employment)

(your title)

(_____) _____ (_____) _____ (e-mail)

(telephone)

(fax)

(e-mail)

7. Preferred e-mail address (Residence or Business): _____

8. Preferred mailing address (Residence or Business): _____

If the preferred mailing address is different than the address listed above, please list the preferred address below.

9. A. Date of successful completion of FE exam _____

B. State in which you took the FE exam _____

C. NCESS ID # (If you took the exam by computer based testing) _____

10. List in the following space, all institutions of higher education which you attended, including names, locations, degrees earned or major pursued and dates. Substantiate each listing by requesting each institution send an OFFICIAL signed and sealed transcript directly to this office. Electronic OFFICIAL transcripts may be sent to tboswell@pels.ok.gov. **TRANSCRIPTS WILL NOT BE ACCEPTED FROM THE APPLICANT.**

SCHOOL	LOCATION	DEGREE	DATE

11. List in the following space three (3) persons for reference, **none of whom are relatives or members of this Board**. Include names, occupations and professional relationship of each with applicant.

A. **If you are a graduate of an EAC/ABET Engineering Degree Program:** It is your responsibility to mail a copy of the Engineer Intern Reference Form (**Appendix A**) to the listed references along with a **stamped envelope addressed to the Board office** (address listed on page one). *The applicant consents to the confidentiality of the completed reference forms and waives any right to see or to question the form as submitted.*

B. **If you did not graduate from and EAC/ABET Engineering Degree Program:** It is your responsibility to mail a copy of your Engineer Intern Experience Verification and Reference Form (**Appendix B**) and Record of Experience (**No. 12 of this application**) to the listed references, along with a **stamped envelope addressed to the Board office** (address listed on page one). **At least one of the references must be able to verify your progressive engineering experience.** *The applicant consents to the confidentiality of the completed reference forms and waives any right to see or to question the form as submitted.*

REFERENCES		
Name	Occupation	Professional Relationship

12. RECORD OF EXPERIENCE

(Not required if qualifying degree earned was from an EAC / ABET engineering degree program)

The Board requires a complete record of all of your employment from the date of your B.S. degree. **List the date of each engagement in chronological order, beginning with the earliest engagement.** List all engagements of whatever nature, but under the "Total Progressive Engineering Experience" column enter only those portions spent in Engineering. The term "Responsible Charge" means direct control and personal supervision of the work. Copy this sheet if additional space is needed.

ONCE COMPLETED, MAIL ONE (1) COPY OF THIS PAGE ALONG WITH A BLANK EXPERIENCE VERIFICATION AND REFERENCE FORM (APPENDIX B) TO EACH REFERENCE LISTED.

From (mo. / yr.)	To (mo. / yr.)	For each engagement, state in order: a. Title of position held b. Name and address of employer c. Sample projects detailing kind of work done by applicant and degree of personal responsibility for the work d. Name and address of the Professional Engineer in responsible charge of the engineering work	Total Progressive Engineering Experience (Years and Months)

13. AFFIDAVIT AND RELEASE STATEMENT

I, _____, hereby make application for certification as an engineer intern under the provisions of 59 O.S. § 475.1-475.22a, and the rules and regulations of your Board. My application is based on the provisions of 475.12(A)(2) and Oklahoma Administrative Code 245:15-3-4. I declare under penalty of perjury under the laws of Oklahoma that I am the person described in this application, that I have full knowledge of the subject matter thereof, and that the statements and representations contained therein are true in every respect. I also hereby authorize any individual, company or institution with whom I have been associated to furnish the Oklahoma State Board of Licensure for Professional Engineers and Land Surveyors with any information concerning my qualifications for professional certification in Oklahoma which they have on record or otherwise and do hereby release the individual, company or institution all individuals connected therewith from any liability for any damage whatsoever incurred by me as a result of their furnishing such information.

(Date of Signature)

(Original Written Signature)

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Engineer Intern Reference Form
Graduate from an EAC / ABET Degree Program



Applicant: Print your name in the space provided below and ***print the name and address of the Reference in the shaded area to the left.*** Provide the Reference with a **stamped envelope addressed to the Board** (address listed above).

To Whom It May Concern:

_____ is applying for certification as an Engineer Intern with the Oklahoma State Board of Licensure for Professional Engineers and Land Surveyors.

Please provide the information requested below and make any comments that may be of value to the Board in assessing his/her qualifications. Information secured from references is for the confidential use by the Board and the source of this information will not be divulged, except in special cases when requested by legally constituted State Boards of Licensure.

Please use the stamped envelope provided by the applicant to return the completed form directly to the Board office.

Both the Applicant and the Board appreciate your cooperation in promptly furnishing the information requested.

1. Applicant's present position _____
2. Number of years you have known applicant _____
3. Applicant's character and personal reputation are _____
4. Has applicant worked or studied under your supervision? _____
 a. If so, please explain _____
5. Has applicant engaged in active engineering work? _____

Additional Remarks:

Printed Name _____

Place of Employment and Title: _____

Are you a licensed Professional Engineer? _____

Signature _____ Date _____

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Engineer Intern Experience Verification and Reference Form



Applicant: Print your name in the space provided below and *print the name and address of the Reference in the shaded area to the left.* Provide the Reference with a **stamped envelope addressed to the Board** (address listed above).

To Whom It May Concern:

_____ is applying for certification as an Engineer Intern with the Oklahoma State Board of Licensure for Professional Engineers and Land Surveyors.

Please provide the information requested below and make any comments that may be of value to the Board in assessing his/her qualifications. Information secured from references is for the confidential use by the Board and the source of this information will not be divulged, except in special cases when requested by legally constituted State Boards of Licensure.

Please use the stamped envelope provided by the applicant to return the completed form directly to the Board office.

Both the Applicant and the Board appreciate your cooperation in promptly furnishing the information requested.

1. Applicant's present position _____
2. Number of years you have known applicant _____
3. Applicant's character and personal reputation are _____
4. What is/was your business relationship with the applicant? _____
5. Is the attached record of the applicant's professional history a fair account as to the degree of responsibility and the extent of professional experience involved? Please give full details (use additional paper if needed).

6. If you have been a co-worker, an employer or client of the applicant, please tell us the general nature of your professional relationship with the applicant and your opinion of him/her as an engineer intern.

Additional Remarks:

Printed Name _____

Place of Employment and Title: _____

Professional Engineering Licensure: Jurisdiction: _____ License Number _____

Signature _____ Date _____